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Director of Training

9 September 1959

Chief, Plans and Policy Staff

Review Lecture for Field Returnees

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1. Pursuant to instructions from Central Processing I attended Mr. [REDACTED] review lecture for returnees on 8 September 1959, 0930 - 1130. In my opinion, attendance at this talk is a "must" for all returnees. The presentation which I attended enjoyed a "full house;" however, Mr. [REDACTED] informed me later that usually only about 50 per cent of those scheduled attend these monthly briefings. I feel very strongly that attendance must be compulsory or that at the least these briefings should receive more emphasis and publicity.

2. Form 1220e, dated 2-58, "Check List for Returnees," issued to the returnee by Central Processing, merely lists as a second item: "Review Lecture," with time and date to be filled in by the processing officer, and the location--117 Central Building--specified.

3. In order to ensure more complete and timely attendance, it is recommended that the Special Briefing Officer, Mr. [REDACTED]

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a. Provide to Central Processing a brief, written statement of the purpose and outline of the usual content of the Review Lecture, emphasizing that other than the Clandestine Services Review course, this is the only formal, scheduled roundup available to returnees from the field which will bring them up to date on significant changes in personnel and career service policies and actions, on organizational and other trends and developments with CIA and the intelligence community as a whole, etc.;

b. prepare similar write-ups, as appropriate, for publication in the "Training Bulletin" and in the "Support Bulletin."

4. It is also recommended that Mr. [REDACTED] regular and specially scheduled briefings and lectures be described in the new OTR Catalog, including both those open to staff personnel and to foreign "VIP's."

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NO CHANGE in Class. ☒

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Class. CHANGED TO: TS S C

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5. It is suggested that a copy of this memorandum be forwarded to [REDACTED] for information.

SIGNED

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Distribution:

Orig. & 1 - Addressee

1 - R/TR

1 - [REDACTED]

2 - PPS

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OTR/PPS/[REDACTED] nld (9 Sept 59)